

# TRINITY CENTER COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS MEETING

Regular Meeting

April 4, 2017

The meeting was called to order by Pat Frost at 6:30 p.m. Other members present were Glen Ahmann, Mike McHugh, Drew Rusnak and Virginia Allin. 8 members of the public were also present including the General Manager and Fire Chief.

## Announcements

Mike McHugh announced that the annual Coffee Creek VFD Chili Feed fund raiser will be this Sat. April 8<sup>th</sup>. He also announced that the annual Easter Egg Hunt for the kids will be next Sat. April 15<sup>th</sup> at the Trinity Center Elementary School.

Mike McHugh and Pat Frost announced that there is a fund raiser for the High School Scholarship on April 22<sup>nd</sup> in Weaverville at the Veterans hall.

Pat Frost had an announcement related to the agenda. He explained there would be a closed session of the meeting at 7:15pm to deal with the selection of the new Secretary/Treasurer contactor position.

Minutes of the last meeting were posted on the web site and were available at the meeting. Glen Ahmann made a motion that the minutes be accepted as written. There was a second by Virginia Allin. The minutes of the meeting were accepted unanimously as written.

CSD Financial report was made available. The balance after the bills are paid tonight will be \$180,826.37

TCVFD Financial report was made available. The balance is \$71,328.31.

TCVFD Auxiliary Financial report was made available. The balance is \$28,414.93.

## Unfinished Business

Approve MD&A – Glen Ahmann reviewed the MD&A from the annual audit report. There were copies available at the meeting. Glen explained that this is the same information that was reviewed at the last meeting. Some of the figures have changed because of the accrual process. Pat Frost explained that this audit includes the VDF fund but not the Auxiliary fund. After some discussion, a motion was made by Mike McHugh to approve the MD&A. There was a second by Drew Rusnak. The motion passed unanimously.

Accept Annual Audit Report – Glen Ahmann reviewed the annual audit report. There were copies available at the meeting. The auditor did not identify any deficiencies in internal controls over financial reporting that they consider to be material weaknesses. The results of their test disclosed no instances of noncompliance or other matters that are required to be reported under the Government auditing standards. After some discussion, Glen Ahmann made a motion to accept the annual audit report. There was a second by Virginia Allin. The motion passed unanimously.

Glen reported that this year the CSD should be able to use the new shorter financial review process instead of a full formal audit per legislation passed last year.

## Communications & Director Reports

Jan Bellinger reported that she received a census form from the United States Dept. of Commerce US Census Bureau. It has already been completed and returned to them.

Jan Bellinger also had a letter of resignation from Virginia Allin. She will be stepping down from her position as Director. The June 6<sup>th</sup> meeting will be her last meeting.

## Public Comment

Wyatt Ribarich thanked Virginia as well as the other Directors for their service to the community.

## New Business

Discuss/Approve Expenditures for Engineering on the Fire House Project – Erik Anderson had copies of estimates from the Trinity Valley Consulting Engineers for the plan specifications and assistance with bidding for the new metal apparatus building. He reviewed the figures of the estimate which come to \$8870.00. Mike McHugh suggested if the cost is going to be over the estimated amount that it be brought back to the Board for approval of the excess. After some discussion, Glen Ahmann made a motion to approve the expense for the estimate, not to exceed \$9000.00. There was a second by Drew Rusnak. The motion passed unanimously. Pat Frost recommended a contract from the firm be brought to the Board for the Chairman's signature. Erik will contact the firm for a formal contract.

Appoint Budget Committee – Glen Ahmann explained that a budget committee is appointed every year to prepare a draft budget to present at the May CSD meeting to be approved at the June meeting. The committee members will be Pat Frost, Glen Ahmann, Erik Anderson, Steve Renten, the newly appointed Secretary and Jan Bellinger. Glen Ahmann made a motion to approve the budget committee. There was a second by Mike McHugh. The motion passed unanimously.

## General Manager Report

Erik Anderson had a written report available at the meeting. Erik reported that the new fire station was covered earlier in the meeting. There was nothing new on the hydrant testing or the Carrville repeater. The new solar panel will be installed as soon as the weather permits.

Mike McHugh asked Erik if he has talked to Ken Rieke about the fire house roof. Erik has not. He will talk to Ken about repairing the leak.

## Fire Dept. Report

Steve Renten read the Fire Dept. Report (attached). There were copies of the monthly report available at the meeting. Steve reported that the newest member of the Fire Dept. is in the process of being outfitted. The invoices for the turnouts, boots, etc. should be ready to submit by the May meeting. Steve also reported that due to the rain there has been a delay in burning the brush from the fuels reduction projects. Per CalFire and the Forest Service the burning will begin soon. Steve added that CalFire has hired defensible space inspectors who will be in the area giving out cleanup notices and citations. They will be inspecting on developed lots only.

## Bills for Payment

The list of bills to be paid was made available. After some discussion, a motion was made by Virginia Allin that the list of bills be paid as stated. There was a second by Drew Rusnak. The motion passed unanimously that the following bills be paid:

### **Regular Expenses**

|   |          |
|---|----------|
| Trinity PUD- Electric-Fire Hall-includes drought relief surcharge/System Access | \$247.84 |
| Trinity PUD- Street Lights-includes drought relief surcharge                    | \$159.05 |
| TDS Telecom-Telephone   | \$54.91  |
| Jan Bellinger-Salary  | \$400.00 |

### **Special Expenses**

|   |              |
|---|--------------|
| AmeriGas-Propane                                  | \$151.88     |
| Suzanne Heinig-Fire House Cleaning Jan./Feb. 2017 | \$60.00      |
| Blomberg & Griffin-Annual Audit Report            | \$1,975.00   |
| Total - Checks for payment                        | \$3,048.68   |
| Balance as of 3/31/17                             | \$183,875.05 |
| New Balance                                       | \$180,826.37 |

**Closed Session at 7:15pm** Pursuant to Government Code Section 54957(b)(4) allows a closed session during a regular meeting to consider the appointment of a public employee or independent contractor who functions as an employee.

There was a motion by Glen Ahmann to go to closed session for the purpose of interviewing three applicants for the Secretary/Treasurer position. There was a second by Mike McHugh. After a unanimous vote the Board moved to a closed session.

### **Return to open session at 8:50pm**

After the closed session and interviews of the Secretary/Treasurer applicants, there was a motion by Mike McHugh to return to open session. There was a second by Glen Ahmann. After a unanimous vote the Board returned to open session.

Approve/Appoint Secretary/Treasurer – Pat Frost announced that after the closed session interviews with the three applicants the Board had a discussion and approved offering the position of Secretary/Treasurer as a contract position to Steffanie Desrosiers.

Pat will contact Steffanie about the position as well as the other applicants to thank them for their interest.

## Adjournment

Meeting adjourned at 8:52 p.m.

Items for next regular meeting agenda:

RCD Presentation on Fuel Reduction Projects  
Present Draft Budget

Next Regular Meeting: May 2, 2017

Jan Bellinger – Secretary

## Trinity Center Volunteer Fire Department Monthly Report For March 2017 Events

### Incident

| Type                      | Count     | Notes         |
|---------------------------|-----------|---------------|
| <b>Fire</b>               | <b>0</b>  |               |
| <i>Coffee Creek</i>       | 0         | Automatic Aid |
| <i>Trinity Center</i>     | 0         |               |
| <i>Annex</i>              | 0         |               |
| <i>Other</i>              | 0         |               |
| <b>Medical</b>            | <b>6</b>  |               |
| <i>Coffee Creek</i>       | 3         | Automatic Aid |
| <i>Trinity Center</i>     | 2         |               |
| <i>Annex</i>              | 1         |               |
| <i>Other</i>              | 0         |               |
| <b>MVA</b>                | <b>0</b>  |               |
| <i>Coffee Creek</i>       | 0         | Automatic Aid |
| <i>Trinity Center</i>     | 0         |               |
| <i>Annex</i>              | 0         |               |
| <b>Public Assist</b>      | <b>3</b>  |               |
| <i>Coffee Creek</i>       | 0         |               |
| <i>Trinity Center</i>     | 3         |               |
| <i>Annex</i>              | 0         |               |
| <b>Training</b>           | <b>3</b>  | Fire & EMS    |
| <b>Work Parties</b>       | <b>0</b>  |               |
| <b>Total Convocations</b> | <b>12</b> |               |

| Type                       | Vol Hrs    | Notes   |
|----------------------------|------------|---|
| Incident Responses         | 26         |   |
| Training                   | 28         |   |
| Work Details               | 0          |   |
| Individual Admin/Mgmt      | 59         | Category includes Individual Contributions for: Firehouse & vehicle maint, public contact, training, correspondence, ambulance readiness, certification maint & other |
| FEAT Hours                 | 8          |   |
| <b>Total Volunteer Hrs</b> | <b>121</b> |   |